



Role Profile

Job Title: Cabinet Office Administrator	Role Profile Number: BSN152
Grade: K	Date Prepared: December 2021
Directorate/Group: Operations & Enabling	Reporting to: Head of Elections and Democracy
Structure Chart attached:	Yes

Job Purpose

To provide a proactive, reliable and discreet support service to the Cabinet Office and Cabinet Members that is flexible and accessible to all Cabinet Members.

Key Accountabilities

- Answering the phone and directing calls appropriately
- Responding to email messages as directed
- Helping with diary management; taking accurate, concise meeting notes with actions clearly defined
- Carrying out research and maintaining an accurate Filing system to store information for ease of access
- Acting as an additional interface between Cabinet Members and internal and external stakeholders
- Taking responsibility for support for particular individuals or functions as assigned by the Political Adviser
- Working collaboratively within the Political Adviser and the Leader's PA, providing cover for colleagues, sharing best practice, experience and expertise with the aim of delivering a resilient and flexible service
- Performing a number of administrative/clerical duties to support the Political Adviser

Supplementary Accountabilities

- To carry out any other duties, this may be required within the grading of the post, making use of any specialist qualifications
- In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety

Knowledge & Experience

- Demonstrable experience of using key MS Office products eg Word, Excel and Outlook
- Demonstrable experience of using specialist ICT systems for managing information
- Demonstrable experience of working with minimum supervision of a wide range of procedures and processes

Qualifications

- Minimum of 5 GCSEs (Grade 9 - 4 or equivalent) including English and Maths or recent demonstrable administration experience

Decision Making

- Ability to prioritise own work load to ensure all tasks are completed within given timeframes
- Ability to make basic day to day decisions on administrative process

Creativity and Innovation

- Ability to solve problems and expedite tasks on behalf of Cabinet Members
- Contribute to suggestions for improved collaborative working between this role and those of the Political Assistant and Leader’s PA

<u>Job Scope</u> Number and types of jobs managed	Budget Holder Responsibility Asset Responsibility	No
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Contacts and Relationships

- Daily contact with all Cabinet Members
- Regular contact with Senior Officers, stakeholders and the wider public via telephone and email

Other Key Features of the role

This role is based at the Civic Offices with scope for some regular hybrid working

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	

Appendix One: Structure Chart

